

Message Text

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PAGE 01 STATE 263883

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ORIGIN SS-15

INFO OCT-01 SSO-00 ISO-00 OC-01 CCO-00 RSC-01 /018 R

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OC/T - MR. SPURR (SUBST)

S - DGOMPERT

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P 011716Z NEC 74

FM SECSTATE WASHDC

TO AMEMBASSY BRUSSELS PRIORITY

LIMITED OFFICIAL USE STATE 263883

E.O. 11652: N/A

TAGS: ACOM, OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT: COMMUNICATIONS - CABLE
TRAFFIC

1. POST WILL BE EXPECTED TO PROVIDE 24-HOUR COVERAGE
DUE TO ADDITIONAL HIGH PRECEDENCE TRAFFIC TO AND
FROM PARTY. COVERAGE SHOULD COMMENCE NO LATER THAN
12 HOURS PRIOR TO ARRIVAL OF PARTY AND CONTINUE 12
HOURS AFTER DEPARTURE OF PARTY. POST SHOULD ADVISE
BUREAU PROMPTLY OF ANY TDY COMMUNICATOR REQUIREMENTS.

2. EXECUTIVE SECRETARIAT (S/S) MEMBER OF THE SECRETARY'S
PARTY WILL CONTACT THE C&R OFFICER UPON ARRIVAL POST TO
COORDINATE DETAILS OF SUPPORT.

3. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS
SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES
CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY.
COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF
S/S TEAMS AT ALL TIMES.

4. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS
PARTY WILL BE SLUGGED "TOSEC". OUTGOING CABLES TO
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PAGE 02 STATE 263883

DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED "SECTO". ALL SECTO CABLES WILL BE SIGNED "KISSINGER" AND MUST BE CLEARED BY S/S, LATERAL CABLES

WILL BE SLUGGED QUOTE FOR THE SECRETARY'S PARTY UNQUOTE OR QUOTE FOR (NAME) UNQUOTE AS APPROPRIATE.

5. IN CONTRAST TO NORMAL PROCEDURES IT IS ABSOLUTELY ESSENTIAL THAT TRIP POSTINSURE THAT ALL TOSEC/SECTO TRAFFIC BE GIVEN PRIORITY HANDLING AHEAD OF COMPETING TRAFFIC OF SIMILAR PRECEDENCE. TO ACHIEVE THIS, ALL TOSEC/SECTO TRAFFIC SHOULD CARRY AT LEAST IMMEDIATE PRECEDENCE.

6. DEPARTMENT WILL SEND A DAILY SPECIAL ALL SOURCE SUMMARY FOR THE SECRETARY WHILE HE IS AT ACTION ADDRESS POST. THE SPECIAL SUMMARY WILL BE CAPTIONED NODIS OR EXDIS AND BE IN TOSEC SERIES. IT SHOULD BE DELIVERED IN REQUISITE NUMBER OF COPIES ONLY TO THE S/S TEAM MEMBERS OR THOSE DESIGNATED BY THEM.

7. THE SPECIAL SUMMARY WILL BE SENT BY IMMEDIATE CABLE FROM THE DEPARTMENT OPERATIONS CENTER. IT WILL BE NUMBERED CONSECUTIVELY AND SHOULD NORMALLY BE RECEIVED BY 0400 DAILY. IF NOT RECEIVED BY THIS TIME, COMMUNICATIONS SUPERVISOR SHOULD, ON OWN INITIATIVE, SEND AN IMMEDIATE SERVICE. THE SPECIAL SUMMARY SHOULD BE SET UP WITH THREE LINES BETWEEN ITEMS. MATS SHOULD BE PROOFED BEFORE REPRODUCTION.

8. INSTRUCTIONS RE ALL SOURCE ASPECT OF SPECIAL SUMMARY CONTAINED IN STATE 148625 AND 148626 (JULY 1974).

9. BECAUSE OF SENSITIVITY, COMMUNICATIONS SHIFT SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND MAKE NOTE OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING. CHRONS SHOULD BE DUMMED ON NODIS AND TAPES DESTROYED UPON DEPARTURE OF S/S TEAM.

10. WITH REGARD TO LATERAL TRANSMISSION OF ALL CATEGORIES OF NODIS MESSAGES, STANDARD PROCEDURES AS OUT-LIMITED OFFICIAL USE

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PAGE 03 STATE 263883

LINED BY 5 FAM 212.2(A) APPLY.

11. TOSEC AND SECTO CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT RPT NOT ACCEPT ANY OUTGOING SECTO WITHOUT

S/S CLEARANCE. IF ANY CABLE WITHOUT SECTO SLUG IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, SHIFT SUPERVISOR SHOULD CONSULT WITH S/S TO

DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. IN-COMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON 8X10 1/2 INCH PAPER.

12. COMMUNICATORS SHOULD REQUEST ACKNOWLEDGMENT OF RECEIPT FOR ALL SECTO SPECIAL CAPTION MESSAGES. PARTICULAR ATTENTION SHOULD BE GIVEN TO POST (PARTY) ORIGINATED MESSAGES OF HIGH PRECEDENCE. FLASH MESSAGES, FOR INSTANCE, MUST BE RETRANSMITTED IF NOT ACKNOWLEDGED WITHIN 30 MINUTES. (EXPERIENCE AND DIFFICULTIES FROM PREVIOUS TRIPS INDICATE THESE PROCEDURES ARE PARTICULARLY IMPORTANT.) FINALLY, S/S SHOULD BE ALERTED IMMEDIATELY IF THE POST EXPERIENCES COMMUNICATIONS PROBLEMS WHICH WILL DELAY OR HALT MESSAGE TRAFFIC.

13. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S PARTY, AND OTHERS COPIES OF CABLES RELATING TO THEIR AREAS OF RESPONSIBILITY, AS APPROPRIATE.

14. S/S WILL NEED 10 COPIES OF TOSEC/SECTO CABLES AND ALL OTHER CABLES OF NODIS SENSITIVITY AND ABOVE; 15 COPIES OF EXDIS SENSITIVITY OR LOWER. REGULAR EMBASSY INCOMING AND OUTGOING TRAFFIC SHOULD BE SCREENED THOROUGHLY, AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES). KISSINGER

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*** Current Handling Restrictions *** n/a

*** Current Classification *** LIMITED OFFICIAL USE

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 01 DEC 1974
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: golinofr
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1974STATE263883
Document Source: CORE
Document Unique ID: 00
Drafter: O:RKKUCHEL
Enclosure: n/a
Executive Order: n/a
Errors: n/a
Film Number: D740348-0346
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1974/newtext/t19741271/aaaahfkd.tel
Line Count: 150
Locator: TEXT ON MICROFILM, TEXT ON-LINE
Office: ORIGIN SS
Original Classification: LIMITED OFFICIAL USE
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 3
Previous Channel Indicators:
Previous Classification: LIMITED OFFICIAL USE
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: golinofr
Review Comment: n/a
Review Content Flags:
Review Date: 03 APR 2002
Review Event:
Review Exemptions: n/a
Review History: RELEASED <03 APR 2002 by elyme>; APPROVED <14-Aug-2002 by golinofr>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: <DBA CORRECTED> mcm 971106
Subject: SECRETARY'S VISIT: COMMUNICATIONS - CABLE TRAFFIC
TAGS: OVIP, ACOM, (KISSINGER, HENRY A)
To: BRUSSELS
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005